

Message Text

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ORIGIN SS-30

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DRAFTED BY S/S-S:SWORREL

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DESIRED DISTRIBUTION

S/S, NEA, OC

----- 113954

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FM SECSTATE WASHDC

TO AMEMBASSY AMMAN

C O N F I D E N T I A L STATE 034405

EXDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM

CONSISTING OF FSO AND SECRETARY

WILL SUPPORT SECRETARY'S VISIT TO AMMAN. THEY WILL ARRIVE
IN ADVANCE TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT
NUMBER AND ARRIVAL TIME WHEN KNOWN. ANOTHER S/S TEAM WILL
ARRIVE ABOARD SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED
TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD
MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED
SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF
ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR
BASIS. A FILE OF ALL MESSAGES THE POST HAS RECEIVED
RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON
ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE,
THE POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE
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SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE SHOULD BE

SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED
QUOTE FOR S/S, UNQUOTE ON OR BEFORE FEBRUARY 22.
THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE AS CHANGES
BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL
SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S

ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR
ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH
DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE
OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE
COVERED IN A SEPARATE CABLE.

4. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP
SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN
MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THAT
THEY HAVE THEIR OWN VEHICLES.

5. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CON-
CERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.
COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF
S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS
PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO
DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL
BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED
KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES
WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE
OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/
SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY.
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S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY,
AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR
AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT
AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND

TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

6. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE CONFIDENTIAL

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FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN.

OF S/S-S AFTER DEPARTURE OF PARTY.

7. APPRECIATE YOUR ASSISTANCE AND LOOK FORWARD TO WORKING
WITH YOU AGAIN. RUSH

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